

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OL Quarterly - 2nd Qtr FY 88, 21-22 Apr. 1988

FROM:

OL/IMSS

EXTENSION

NO.

DATE

16 March 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S

INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OL

3/16

VTD

2. DD/L

3/18

VZ

3. D/L

19/13

CH

4.

5. C/IMSS/OL

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are suggested topics for the next OL Qtrly to be held on 21 and 22 April.

Please let us know which topics are selected. We'll then notify the speakers so that they'll be able to work on their presentations.

Attachment:  
As stated

11  
M - 4 topics  
as indicated  
(1, 2, 5, + 1st on  
Proc. Team). Only  
5 minutes for  
Highlights!

Suggested Topics for OL Qtrly - 2nd Qtr FY 88

STAT

YES

STAT

1. ~~1.1~~ A Logistician's Creative Approach to Planning for a Move into the New Headquarters Building

Logistics  
Officer, NESA/DI

2. The Mail and Courier Service - Its Scope, Its Transition, Its Adaptation to a Changing Environment

OL/FMD

yes

3. A Walk Through the New Headquarters Building (Slides or a video) *no.*

OL /NBPO

STAT

#### 4. FMD's Computerized Operations and Maintenance System

OL/FMD (C)

## 5. Parking - Just the Facts

OL/FMD

## 6. Scattergood-Thorne Property

OL/FMD

7. Child Day Care Center

OL/FMD

## 8. Information Service Center

OL/FMD

9. Customer Service Desk

OL/FMD

## 10. Desk-Top Publishing

OL/P &amp; PD

165

11.

OL/SD

STAT

12.

OL/SD/LOC

### 13. Resources Available to Logs Officers

OL /SD /OSB

#### 14. Implementation of Coopers & Lybrand Report Recommendations

OL/PMS

STAT

ok - "Life on a Decentralized  
C/NATC/1005 contract"

- cut Highlights to 5 MINUTES.